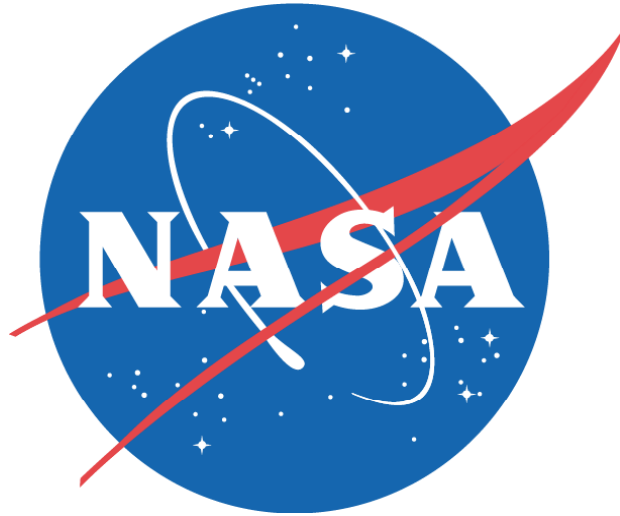


Responsible Office: Code I  
Subject: NASA Historical Publications



Office of Policy and Plans

Office Work Instruction

## NASA Historical Publications

Approved by Lori B. Garver  
Associate Administrator for  
Policy and Plans

Responsible Office: Code I  
Subject: NASA Historical Publications

## DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/99	
Admin Update	Baseline	4/24/02	Administrative Update to change responsible organization from Code Z to Code I. Action taken as a result of the July 10, 2001 memo from Administrator Dan Goldin to redistribute Code Z functions to other offices at HQS. Authorization made via email on 4/24/02 from Code I/Lynn Cline to transfer this OWI to her organization. (This OWI use to be Z006.)

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## **1. Purpose**

The purpose of this procedure is to publish well-researched and written, factually accurate narrative and documentary histories of NASA's programs and organization.

## **2. Scope and Applicability**

This OWI covers all NASA-sponsored historical publications issued by the NASA Headquarters History Office.

## **3. Definitions**

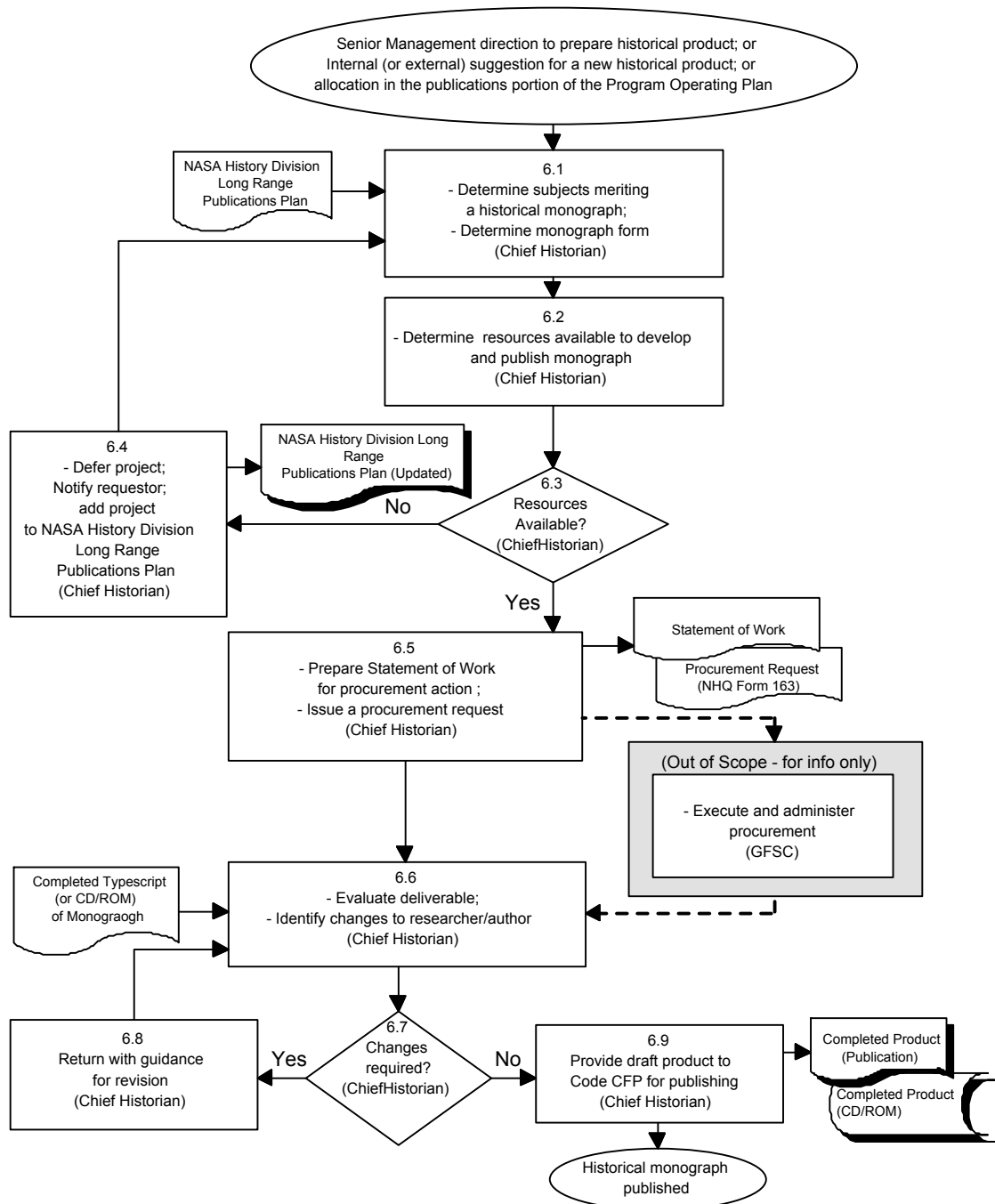
- 3.1 Monograph. A typed manuscript, issued in hard copy and/or electronic format, addressing a single topic. Authors and/or editors of compilations may be single or multiple, and multiple authors may address the same or different subtopics or themes germane to the principal topic.
- 3.2 Well-Researched. Information presented in the monograph is based on original or primary sources to the extent of their availability. All sources are documented in footnotes, source-notes, or text, as directed by NASA.
- 3.3 Well-Written. The manuscript is coherent and logically structured by theme, topic, or chronology of events. It is written for an adult audience with college-level reading ability, and conforms to the "Chicago Manual of Style."
- 3.4 Historical Program Review Team. Experts in the history of aerospace technology, policy, and business who are routinely consulted to assist in planning and performance evaluations for the NASA History program.
- 3.5 Statement of Work (SOW). A description of the structure, content, and schedule for the research and writing of a monograph to be issued to internal and external audiences as a NASA Historical publication.
- 3.6 Procurement Request (NHQ Form 163). A form used to transmit funds from a NASA account to a procurement action.
- 3.7 GSFC. Goddard Space Flight Center, the center that handles all procurements for NASA Headquarters.

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#### 4. References

- 4.1 42 U.S.C. 2473, National Aeronautics and Space Act of 1958, As Amended; Sect. 203 (a)(3).
- 4.2 NHB 1101.3, Sect. 408.b(7), The NASA Organization.

#### 5. Flowchart



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## 6. Procedure

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	Chief Historian	Responding to senior management direction; suggestions received from internal or external sources; or allocation of budget resources in the Program Operating Plan; consult with NASA officials, History Office staff, and Historical Program Review Team, to determine subject(s) meriting preparation and publication of a historical monograph and availability of resources therefor. Determine whether documentary or narrative treatment, or some other final product form, is most appropriate. Treatment determination is based upon experience, education, and knowledge of the issue under review.
6.2	Chief Historian	In consultation with Associate Administrator for Policy and Plans determine availability of financial resources. Financial resources can either be from the publications portion of Code Z's approved Program Operating Plan, by reprogramming from Code CFS, or provided by the sponsoring project office.
6.3	Chief Historian	Are sufficient financial resources available?
6.4	Chief Historian	If resources are not (or cannot be made) available, the project is deferred. The requestor is notified of that deferral, and the project goes into the "NASA History Division Long Range Publication Plan."
6.5	Chief Historian	If resources are available prepare "Statement of Work" for Headquarters Procurement at Goddard Space Flight Center (GSFC/210.H) in accordance with standard SOW format and issue a "procurement request" (NHQ 163). The SOW defines the product that the office requires. That product usually involves preparation of a draft manuscript, either documentary or narrative in nature, or an electronic product such as a CD-ROM. The form of the product was determined in Step 6.1 Procurement is performed by GSFC.
6.6	Chief Historian	Evaluate the product and any other deliverables against specifications in the SOW; identify necessary changes to be performed to the contractor.
6.7	Chief Historian	Does the draft product require changes?
6.8	Chief Historian	If changes were required, the product is returned to the contractor for corrections and reenters the evaluation process at Step 6.6.
6.9	Chief Historian	If no changes were required, the product is transferred to Headquarters Printing and Design (Code CFP) for publishing and distribution.

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## 7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
NASA History Division Long Range Publications Plan (Updated)	Chief Historian	History Office	Electronic	Sched. 1, Item 12 (1.12)	Permanent; retire to FRC when 5 yrs old.
Completed Product (Publication)	Chief Historian	History Office	Hard copy	Sched. 1, Item 9 (B) (1.9B)	Permanent; transfer one copy annually to NARA.
Completed Product (CD/ROM)	Chief Historian	History Office	Electronic	Sched. 1, Item 9 (B) (1.9B)	Permanent; transfer one copy annually to NARA.

**APPENDIX:** [ None ]